

**MINUTES**  
**REDWOOD COAST TRANSIT AUTHORITY**  
**OCTOBER 26, 2020 AT 5:15 P.M.**  
**ZOOM MEETING ONLINE: <https://dnsco.zoom.us/j/91810420057>**

**PRESENT: ALEX FALLMAN (CHAIRMAN), ROGER GITLIN, BOB BERKOWITZ, VIDETTE ROBERTS**

**ABSENT: HEIDI KIME**

**OTHERS PRESENT: JOE RYE (GENERAL MANGER), CHUCK CLARKSON, DAN HERRON, TAMERA LEIGHTON (EXECUTIVE DIRECTOR OF DEL NORTE LOCAL TRANSPORTATION COMMISSION), NICOLE BURSHEM**

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**1. CALL MEETING TO ORDER. ROLL CALL.**

Chairman Fallman called the meeting to order at 5:15 P.M. and Nicole Burshem took roll.

**2. PLEDGE OF ALLEGIANCE**

Chairman Fallman led the Pledge of Allegiance.

**3. PUBLIC COMMENT**

The following person(s) addressed the Board: None

**4. CONSENT CALENDAR**

**4A. Adopt Resolution 2020-21-05 Cancelling Amendment #2 to First Transit Operations Contract.**

**4B. Adopt Resolution 2020-21-06 Approving Revised Amendment #2 to First Transit Operations Contract.**

**4C. Adopt Resolution 2020-21-04 Approving Fiscal Year 2020-21 State of Good Repair Project List.**

On a motion by Director Gitlin, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Consent Calendar items 4A-4C.

**5. APPROVE THE MINUTES OF AUGUST 24, 2020 RCTA BOARD MEETING**

On a motion by Director Gitlin, seconded by Director Roberts, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved the Minutes of August 24, 2020, as presented.

**6. PRESENTATION AND DISCUSSION OF FY 2019-20 ANNUAL RCTA ANNUAL REPORT – SYSTEM PERFORMANCE**

Mr. Rye reported out on the RCTA FY 2019-20 System Performance, System Cuts, Systemwide Ridership, Routes 1&2, Routes 3&4, Regional Routes 199 & 20, Dial-A-Ride

and Route 300, including Pre-COVID-19 performance, impacts of the pandemic, and major takeaways from FY 2019 RCTA Stats. Director Gitlin stated RCTA broke a long streak in 2017 and asked if the ridership decline was because of the COVID-19 pandemic. Mr. Rye responded yes, that is a good assessment. If there wasn't a pandemic RCTA would probably have been close to the prior fiscal year, which was up versus FY 2017-18.

**7. APPROVE PURCHASE ORDER 2020-21-01 TO SanUVAire FOR ON-BOARD GERMICIDAL AIR CLEANING EQUIPMENT TO ENHANCE RIDER AND OPERATOR SAFETY.**

Mr. Rye reported there has been nightly bus deep cleaning since early in the COVID-19 Pandemic. In addition to the 3<sup>rd</sup> party contract with Palm Industries for nightly deep cleaning, starting in April RCTA's mechanic designed and installed sneeze guards in all the buses to separate drivers from passengers. Working in collaboration with the County Public Health Department, RCTA also implemented a 10-passenger limit and maintained it since late March, 2020. RCTA has been looking for additional ways to safeguard its passengers and employees, and has found a product that constantly operates inside buses to clean air and kill virus microbes. This product involves a UV light system that eliminates 99.9% of germs. This product is used in many different areas. The estimate quote is \$25,000 for the RCTA fleet of vehicles, plus additional for units that can be installed in the RCTA Operations Building, not to exceed \$40,000. On a motion by Director Gitlin, seconded by Director Berkowitz, and unanimously carried on a polled vote the Redwood Coast Transit Authority Board of Directors approved Resolution 2020-21-07 approved an expenditure of up to \$40,000 to SanUVAire LLC for the Purchase of Bus and Building Interior Air Cleaning Equipment Redwood Coast Transit and Authorizing the General Manager to Issue a Purchase Order.

**8. OVERVIEW AND DISCUSSION OF 2022 GENERAL MANAGER SERVICES CONTRACT REQUEST FOR PROPOSALS**

Mr. Rye reported the General Manger contract will end on June 30, 2021 and the Operations and Maintenance Contract will expire December 31, 2021. Both components are critical to RCTA and both require new procurements in 2021. The General Managers Services contract will be procured first followed by the Operations and Maintenance Contract. The contract between RCTA and Herron/TMTP Consultants began in April 2016 and the last four-plus years have been very busy and productive for RCTA. The contract scope has changed somewhat since the last RFP, as Advertising Revenue Program and the new CTSA Program have been added to the GM duties. The overall approach of the RFP will be similar to the 2016 effort. The draft schedule is presented to the Board today. It is important for the newly seated Board in 2021 to become acquainted with RCTA and familiar with all that RCTA is doing prior to the procurement in order to evaluate the current General Manager. For that reason, it is proposed the Board meet more often early in 2021 to assist with onboarding of the new directors. Chairman Fallman stated that Director Kime and himself will not be Board members after November 16<sup>th</sup>. The Board asked if there could be a meeting before November 16<sup>th</sup> to approve the RFP for release? Tamera Leighton, Executive Director, Del Norte Local

Transportation Commission, commented that if meeting in November doesn't work out, it's not a concern, the process will come together in the end.

#### **9. OPERATIONS REPORT – FIRST TRANSIT**

Chuck Clarkson reported there has been no recent accidents or injuries. Maintenance on the buses is going very well. There are no vehicles out of service right now. RCTA will continue with robust COVID-19 precautions. Drivers and Passengers wear masks and we are still disinfecting and providing wipes to chairs and high touch areas during the day. We are doing well with Staffing. The only challenge is keeping everyone satisfied with their reduced weekly hours of work (since service was reduced in April 2020, most full-time employees saw a slight reduction in weekly hours and overtime).

#### **10. GENERAL MANAGER'S REPORT**

Mr. Rye reported there has been a couple of N-CATT Strike Force (the consultant team working with RCTA) team meetings on the electric bus fleet project. Financially, RCTA projects to have enough money set aside within 2-3 years for charging infrastructure, and can then take delivery of the first pilot electric bus(es). Dan Herron reported he and Nick recently attended a demo in Ukiah of an existing electric bus and he really liked the bus, feeling that it could meet RCTA expectations. It has a light shell, and was tested in local and freeway environments by the team at Mendocino Transit. However, it does not have nearly the range to perform RCTA's Arcata Route 20 trips. The August 2020 service change was executed, and brochures designed and printed. The new brochure features a prototype new system map, and while there is room for improvement, the map is a step in the right direction. This is a four-fold brochure, and Mr. Rye presented an example on zoom of what it looks like. Director Gitlin asked about the activity of the Ad Revenue Program. Mr. Rye responded RCTA has another good year is Ad Revenue sales. The Ad Revue generated over \$20,000 of revenue. RCTA has set aside \$10,000 for marketing expenditures. The program is anchored for the second consecutive year by a large agreement with Health and Human Services and a couple of small advertisements.

#### **11. ANNOUNCEMENTS**

The following Directors addressed the following: Director Berkowitz suggests no meeting on November 23<sup>rd</sup>.

#### **12. ADJOURN – NEXT RCTA BOARD MEETING WILL BE TUESDAY FEBRUARY 2, 2021 AT 5:15 P.M.**

Redwood Coast Board of Directors adjourn the meeting at 6:22 P.M. The next regular meeting is on February 2, 2021 at 5:15 P.M.

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Joseph Rye, General Manager  
Redwood Coast Transit/TMTP/Herron Consulting